



Facility Use Hospitality and Cleanup Form

Please submit this form to the church office at least two weeks prior to your event.

A. Facility Information

1. Number of tables needed _____ Rectangular Round
Number of chairs needed _____ Upholstered Plastic

2. The following people will be responsible for setting up the event:

Name:

Time scheduled:

_____	_____
_____	_____
_____	_____

3. The following people will be responsible for clean up during and after the event: (contact Dale Grotsun at 507-377-3276 or 507-383-2766 for instructions prior to the event).

Name:

Time scheduled:

_____	_____
_____	_____
_____	_____

4. The person responsible for locking the building after the event:

B. Hospitality Information

Does your event involve serving of food and beverages? Yes No

If, yes, please fill out the following information:

1. The following people will be preparing food / setting up:

Name:

Time scheduled:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Please describe how you plan to serve people:

3. The following people will be responsible for serving the food:

Name:

Time scheduled:

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4. The following people will be responsible for cleaning up the dining area and kitchen following the event:

Name:

Time scheduled:

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5. For benefits, please assign someone to be available for calls and questions at the church the day before the event.

Name:

Time scheduled:

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C. Technology Information

Are you planning any kind of program for your event?

Yes No If, yes, please make sure you have filled out a Sound / Video / Lighting Equipment Request Form if you haven't already done this. Contact the church office if you need a copy of this form.